



**CITY OF SAN DIEGO
EMPLOYMENT OPPORTUNITY**

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#T2021 BIOLOGIST I

***SALARY: \$3546 to \$4279, Monthly**

***APPLY: FIRST DATE: July 2, 2004**

LAST DATE: August 4, 2004

Applications received later than 5:00 p.m. on the last date to apply will be rejected. Please apply promptly since vacancies may be filled as soon as a sufficient number of applicants have been processed. Persons may apply only once during this application filing period. Future application filing periods may be announced.

REQUIREMENTS: You must meet **ONE** of the following requirements on the date you apply, unless otherwise indicated.

1. Bachelor's Degree in a Biological Science (Biology, Botany, Entomology, Limnology, Marine Biology, Microbiology, or Zoology). **Proof of degree awarded must be submitted with your application.**

-OR-

2. Bachelor's Degree in a closely related Life Science field (Environmental Science/Toxicology, Medical Technology, Medicine, Nursing or Pharmacy) **AND** a minimum of one college level course in Basic Microbiology **and** one upper-division course **and** lab in Bacteriology, Biology, Bio-Oceanography, Botany, Freshwater Biology, Invertebrate Biology, Microbiology, Oceanography, Virology, or Zoology. **Proof of degree awarded and transcripts must be submitted with your application.**

-OR-

3. Four years of full-time experience performing laboratory analysis. Qualifying experience must include at least one of the following: conducting marine and aquatic studies; testing and analyzing water or wastewater samples for the presence of bacteria; identifying marine and freshwater microscopic organisms; examining marine/freshwater organisms using the microscope; and/or analyzing biological and entomological samples.

LICENSE: A valid California Class C Driver's License is required at **time of hire**.

PHYSICAL DEMANDS: The duties of this position may require employees to lift heavy equipment weighing up to 50 pounds (e.g., lifting manhole lids, ice chests in and out of boats, etc.)

HIGHLY DESIRABLE:

1. Completed course work and/or experience in Environmental Microbiology, Medical Technology, Parasitology, Public Health, Virology, and/or Water/Wastewater Microbiology.
2. Preparation of biological technical reports and mitigation recommendations.
3. Interfacing with regulatory agencies concerning biology monitoring programs and permit compliance.
4. Experience with California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) procedures.

THE CITY OF SAN DIEGO PERSONNEL DEPARTMENT • "WORKING HARD TO KEEP SAN DIEGO WORKING"

The City of San Diego has an active Equal Opportunity Program and vigorously supports workplace diversity. Applicants with disabilities who require testing accommodations may call (619) 236-6358. To obtain this information in alternative formats, persons with disabilities may call (619) 236-6467 or for TT (619) 236-6776.

***DUTIES:** This is the entry-level professional position in the City of San Diego Biologist career series. Biologists I conduct bacteriological and parasitological tests and analyses of potable, raw, and reclaimed water samples to identify and quantify organisms such as bacteria, protozoa, and algae; perform applied research on water and wastewater treatment methods; determine possible source(s) of water contamination by reviewing gate books, engineering maps, and other data; maintain technical logs and records; enter analytical data into computer database systems; conduct quality assurance checks; collect raw water samples from a boat, or potable and reclaimed water samples from the distribution systems; and participate in watershed and other water quality survey programs. Other duties may include testing for, identifying and qualifying viruses, bacteria, and parasites in marine, fresh and plant process control waters, as well as solid and bio-solid samples; perform quality assurance and quality control checks; maintain and archive legal, regulatory, and QA/QC documentation; collect, statistically analyze and interpret data; design, implement and perform scientific tests; prepare narrative and computer generated reports; write technical reports; conduct field biological surveys; prepare technical biology studies; oversee consultant services; develop and implement mitigation strategies to comply with local, State and Federal laws and regulations; and create and record technical field observations of potential impacts to sensitive biological resources from public works projects.

HOW TO APPLY: Submit a completed DATA ENTRY FORM and APPLICATION/SUPPLEMENT (the original and ONE copy, including any attachments required) for this position. Your Application/Supplement will be made available to the hiring department. Please submit requested materials only.

THE SCREENING PROCESS will consist of a comprehensive evaluation of the **Application/Supplement** for applicable education, experience, and/or training. Only those applicants whose qualifications most closely relate to the position requirements will be placed on the eligible list.

ELIGIBLE LIST: Candidates who are successful in the screening process described above will be placed on a **one category** eligible list which will be used to fill position vacancies during the next **two years**. For each vacancy, only those candidates with the most appropriate qualifications will be contacted by the hiring department for an interview.

PRE-EMPLOYMENT REQUIREMENTS: Any employment offer is **conditional** pending the results of all pre-employment screening processes required for the job, which may include but are not limited to the following: confirmation of citizenship/legal right to work in the United States; completion of a pre-employment medical review/exam (which may include drug/alcohol testing); reference checks; and a fingerprint check. The fingerprints will be submitted to the California Department of Justice for a conviction record report. All of these processes must be successfully completed before employment begins. **Note:** Misrepresentation, falsification, or omission of pertinent facts in any step of the screening/selection process may be cause for disqualification or termination of employment.

APPLICANT INFORMATION

APPLICATION INFORMATION

Application materials must be received at the Employment Information Center NO LATER THAN 5:00 P.M. ON THE FINAL FILING DATE. Postmarks as proof of meeting the final filing date are not accepted. If you are returning your application via the U.S. Postal Service, you should use "Certified Mail-Return Receipt Requested" to provide verification of timely delivery. Do not send applications via interoffice mail.

1. Starting salaries will be determined by the hiring department.
2. The hiring department with a vacancy will contact and interview eligible candidates as needed. All candidates may not be contacted. The final selection and offer of employment is made by the hiring department, not the Personnel Department.
3. Unless otherwise stated, relevant experience may be substituted for education.
4. Eligible lists may be used on a periodic basis. As such, lists may not be used for several months. Eligible lists may be extended by the Civil Service Commission.
5. Examination requirements and processes may be revised.
6. Experience, education, and all other information provided by an applicant orally or in writing are subject to verification.

FALSIFICATION: Any misrepresentations or false statements during or after the employment process may be cause for disqualification or dismissal from employment.

GENERAL REQUIREMENTS

Requirements must be met at time of application unless otherwise stated.

The minimum age for most full-time employment is 18, unless you are 17 and a high school graduate. You must have the legal right to work in the U.S. or have U.S. citizenship. Persons hired must present acceptable proof of identity and the legal right to work in the United States and the authenticity of the documents must be verified before starting work. After hire, you will be required to sign a loyalty oath and may be required to live in San Diego County.

A CITY MEDICAL EXAMINATION including drug screening and documentation of medical history, may be conducted following a conditional offer of employment or promotion. Medical condition must enable the applicant to perform the essential duties of the position.

The City of San Diego is committed to a drug and alcohol free workplace.

THE CITY OF SAN DIEGO SUPPORTS WORKPLACE DIVERSITY and does not discriminate on the basis of race, sex, age, ancestry, national origin, political/religious affiliation, sexual orientation, AIDS or HIV status, cancer, or non-job related physical/mental disability. The City is committed to making its jobs, programs, and services accessible to all persons and complies with all ADA non-discrimination requirements in its employment practices.

A CONVICTION RECORD FORM must be submitted before hire. On it you must list all criminal convictions you have had. A criminal record is not necessarily a basis for disqualification from City employment. Each applicant's conviction record will be evaluated on a case by case basis considering the type and seriousness of the crime, how much time has elapsed, and the nature of the job.

EMPLOYEE BENEFITS

City Employees may be eligible to participate in a benefit program including holidays, vacations, savings and retirement plans, health programs, and other benefits.

Benefits may change due to employer-employee contract negotiations.

REQUIREMENTS FOR PROMOTIONAL EXAMINATIONS

1. Current City employment, or currently on a Re-employment List or Leave of Absence.
2. Six months of continuous City employment in the Classified Service immediately prior to the application closing date or, if no closing date is specified, by date of application filing (exceptions: Persons recently hired from Re-employment Lists, and employees in the Unclassified Service if the employee has six months in the Classified Service with no break in service, prior to becoming an Unclassified employee).
3. Most recent performance evaluation in your current City classification must be other than "Unsatisfactory".

The provisions of this bulletin do not constitute an expressed or implied contract.

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